



CLEANER

The U.S. Mission in Canberra is seeking eligible and qualified applicants for the position of Cleaner within the Facilities Section.

Salary: A\$44,780 p.a. + superannuation benefits

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

Incomplete applications will not be considered, so please review the how to apply instructions carefully.

1. Completion of High School (Year 10) and completion of an industry recognized trade certificate in commercial cleaning and three years' experience in the cleaning profession is required.

OR

Completion of High School (Year 10) and 5 years' experience in the cleaning profession is required.

2. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.

3. A current driver's license that enables the individual to legally drive in Australia is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, via email to: usaembrhro@state.gov
By **January 29, 2016**

Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted.

Duties and Responsibilities Statement

POSITION TITLE: CLEANER

**POSITION GRADE LE- 2
(STARTING SALARY A\$44,780)**

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

As one of four cleaning staff, the incumbent is responsible for all cleaning activities throughout the Embassy buildings on the Embassy Compound, the Embassy Warehouse and vacant Government Owned Properties.

Major Duties and Responsibilities

1. Performance of custodial duties - Embassy Compound Buildings

The major function of this position is to perform all cleaning operations on the grounds and buildings as outlined above. The incumbent will perform all aspects of the position by either working alone or as a member of the cleaning team. In a timely fashion all scheduled and unscheduled cleaning operations will be completed. Typical cleaning operations performed within the Embassy buildings include but are not limited to the sweeping/ vacuuming of floors, waxing and polishing of floors, cleaning of glass mirrors/windows, kitchenettes and kitchen appliances. Detail cleaning of vacant offices includes carpet cleaning and upholstery cleaning. On occasion some cleaning activities must be carried out outside of normal working hours as requested. Cleaning solutions can often be hazardous and as such all cleaning activities must be conducted whilst maintaining a high level of OH&S awareness. All cleaning chemicals must be in correctly labeled containers and stored in lockable cabinets when not in use. Cleaning supplies must be collected on a regular schedule from outsourced suppliers and distributed to designated storage areas within the Embassy buildings. The use of a GOV must be used for this work at all times. The incumbent is responsible for ensuring that adequate supplies and stock are maintained, responsible for generating procurement requests for the purchase of such stock. Contracted washroom services contractors will be escorted by the incumbent on a regular basis for the periodic replacement of sanitary bins and deodorizers. Typical equipment that will be use in the cleaning activities include commercial floor cleaning and polishing machines, commercial carpet cleaners, vacuum cleaners, etc. Any machine that may require maintenance will be brought to the attention of the Maintenance Supervisor for action. The incumbent will communicate with other agencies and office staff as to the scheduling of the cleaning work. On an annual basis reviews with the Maintenance Supervisor the requirements for the replacement of cleaning tools and equipment. Works with the contracting and procurement section when returning invoices for the blanket purchase agreements already set up with local suppliers. Will bring to the attention of the Maintenance Supervisor any maintenance requirements noted during the daily cleaning operations. Any/all accidents or mishaps and OH&S issues must be reported in a prompt manner to the Maintenance Supervisor for action. In the event of any after hour emergencies the incumbent must be available to assist if requested.

2. Performance of custodial duties - vacant GOP

The incumbent is responsible for the cleaning of vacant GOP throughout the Canberra region. This includes the detail cleaning of every home prior to hand over. Typical cleaning activities include but are not limited to window/glass cleaning, kitchens, bathrooms, appliances, vacuuming, upholstery cleaning, dusting and polishing. The planning and scheduling of cleaning activities for each property must be carried out with the Maintenance Supervisor and/or Workshop Foreman to achieve goals and deadlines. The incumbent is responsible for everything necessary to complete this work safely and in a timely manner including the daily maintenance checks of the GOV, the use of all cleaning equipment and the purchase of all cleaning materials.

3. Performance of other duties as directed

As directed by the FM and Maintenance Supervisor performs other duties to include but not limited to providing escort to contractors on site, assistance to other trades within the Maintenance Section, assist other agencies as required, assist in the preparations for special events or functions in non trade related tasks.

SELECTION CRITERIA

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Completion of High School (Year 10) and completion of an industry recognized trade certificate in commercial cleaning and three years' experience in the cleaning profession is required.

OR

Completion of High School (Year 10) and 5 years' experience in the cleaning profession is required.

2. Level 3 (Good Working Knowledge) written and spoken English is required. This may be tested.

3. A current driver's license that enables the individual to legally drive in Australia is required.

FOR FURTHER INFORMATION

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact Tanya King at (02) 6214 5746.

SELECTION PROCESS

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it

is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

HIRING PREFERENCE ORDER

- (1) USEFM who is **ALSO** a preference-eligible U.S. Veteran
- (2) USEFM **OR** a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a but Sensitive But Unclassified security clearance.
5. Candidates who are EFMs, USEFMs, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above):
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,

- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ **IMPORTANT:** Applicants claiming a U.S. Veteran's preference **must** submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).
- ✓ Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.

WHERE TO APPLY TO

Regional Human Resources Office
(POC: Tanya King
Email: usaembrhro@state.gov)

EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.